

## AAC Minutes: 9/5/2014

**IN ATTENDANCE:** Allison Anson, Elizabeth Chupp, Nancy Diller, Ryan Gray, Salina Olivo, Jess Ray, Janet Tulley

I. **Approval of Minutes:** Allison motioned to approve, Ryan seconded. All voted in favor.

II. **Interim Chair's Remarks:** Nancy reiterated that she is simply filling in as the AAC chair while Greg is out on leave.

- a. *Advisement sheet edits:* No changes need to be made. Debbie Brown will need copies made for the Transfer Day packets. We discussed that Debbie will simply need to forward the request to Jonathan Rosenthal for approval to spend the funds from the AAC budget.

III. **Secretary/Treasurer Report:** Stacey Meyer is going to submit the bill for breakfast from Fall Advisor Day to Angie Scott for payment. After that bill is paid, Liz will provide an updated budget report at the next meeting.

#### IV. LEAP Forward:

a. *Updates:*

- i. Jess compiled the list of questions received from Fall Advisor Day and shared the list with the group. He is planning to respond to the questions as soon as he can.
- ii. Jess reported that he was asked to provide as few advisors to serve as subject matter experts for the Leap Forward team. These people will help with the final development stages, answering questions and generally will help to move things along more quickly.
- iii. We discussed what "roles" to assign peer advisors and graduate student advisors in the new system. Jess suggested that we make the roles as "vanilla" as possible for security purposes. The system has the ability to add components to individual users at a later date if the need arises. The system will also always look at the highest role the user is assigned and grant the appropriate access.

b. *Communication:* Covered at Fall Advisor Day.

c. *Training:* Covered at Fall Advisor Day.

V. **Student Representative Report:** No report.

#### VI. Committee Updates:

a. *Assessment:*

- i. The survey results have been posted on the EMAS website. They have not yet received any feedback after their presentation at Fall Advisor Day.
- ii. They believe that "cleaning up" the data to remove any identifiers made a difference as some people may have been concerned about that.
- iii. The student surveys will follow the same group of students for 6 years (barring any student withdrawals).

b. *Marketing:*

- i. The Marketing committee has two new chairs – Ally Cherveney from Chemistry and T. Bailey from University College.
- ii. They created an Academic Advising Facebook page and Twitter account. They had discussed marketing these tools to students by setting up a table on the quad and passing out lemonade (apparently University College has a large stock of lemonade sitting around). Nancy presented a

couple of table drop packages that the Marketing committee was considering. After discussing the options, AAC recommended they go with the small table top retractable signs; two small signs, one for each side of the table. Each sign will display a different message.

- iii. Jess suggested that the Marketing committee should work with Pat Healy for help with designing the messages and to work with the social media specialists at University Marketing and Communications.
- iv. Jess also requested that the Marketing committee work with the Registrar's Office to make sure any messages that are going out are consistent.
- v. We also discussed the purpose behind these social media accounts for academic advising. Why would students want to check out these accounts? We suggested reaching out to student groups on campus for feedback and promoting these accounts in LinC and Success 101 classes.
- vi. We also suggested changing the names of the accounts to "ISU Registration" or something similar to give it more focus.
- vii. Finally, we suggested they could simply work with Ryan Denham from UMC to schedule posts related to academic advising and registration on the main ISU social media accounts. This way, no one would be responsible for making sure the accounts are staying active and current.

c. *PDT:*

- i. We reviewed the evaluations from Fall Advisor Day. Overall, the feedback was positive.
- ii. We discussed changing the names of these events from a "day" to a "retreat" or "workshop." This may help cut down on the expectations that we will feed them breakfast or lunch at these events. Liz will take these ideas back to the PDT committee.

d. *Teacher Ed:* They have a session next week and two more session dates planned for the fall semester.

e. *Technology:* Will possibly be serving as subject matter experts and test training subjects on the Leap Forward project.

**VII. Next Meeting – September 19<sup>th</sup>**

Motion to adjourn – Allison with a second from Ryan. All in favor.